

# **FERMILAB**



## **PROCUREMENT CARD (ProCard)**

### **USER'S GUIDE**

**OCTOBER 2002**

# PROCUREMENT CARD

## ProCard

### USER'S GUIDE

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#### Introduction

Increasing administrative costs associated with purchasing low-value goods and services, have prompted Fermilab to develop alternative methods to reduce processing costs.

One such alternative is to allow delegated employees to make small purchases directly with merchants using a Fermilab-authorized procurement card (ProCard).

This informational guide establishes standards and procedures by which Cardholders must manage their procurement activity when taking advantage of the ProCard program.

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#### User Guide Updates

Cardholders are responsible to ensure that periodic updates to the ProCard User's Guide are inserted in the manual when received from the Program Administrator(s). The current version of this User's Guide is located on the Procurement Web Page in PDF Format.

<http://www-bss.fnal.gov/Procurement/index.html>

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#### Informational Guide Contents

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# OVERVIEW

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**Introduction** Universities Research Association, Inc. operator of Fermi National Accelerator Laboratory (Fermilab) has entered into an agreement with Bank One that allows qualified Fermilab full-time employees to make purchases for supplies and/or services costing less than \$2,500 (including shipping and handling) using ProCard as opposed to the normal procurement requisitioning process.

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**Background** In many cases, the costs associated with acquiring low-value goods and services far exceed the value of the purchases. The ProCard program has been specifically tailored to reduce those processing costs.

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**Benefits** Using ProCard benefits both Fermilab and the Cardholder by:

- Streamlining the acquisition process;
- Expediting deliveries to the requester; and
- Providing prompt payment to the merchant

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**Roles and Responsibilities**

Bank One .....	Card Owner
ProCard, Inc. ....	Processes Transactions
Fermilab - BSS Procurement .....	Administration / Reviews
Fermilab - BSS Accounting .....	Makes payments
Fermilab - BSS Support Services .....	Receiving / Shipping / Distribution
Fermilab - BSS.....	Self Assessment Group
Fermilab - Internal Audit .....	Audits ProCard Program
Fermilab - Cardholder .....	Transaction Records

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## Controls

Bank One has contracted with ProCard, Inc. to electronically process Fermilab's ProCard transactions using the ProCard Purchasing System™. This system offers a variety of features, controls, and reports to help manage and control the following:

- Limit maximum dollars to \$2,500 per transaction
- Limit maximum spending to \$50,000 per Cardholder per cycle\*
- Prohibit sales to unauthorized merchants such as airlines, hotels and motels, automobile/vehicle rentals, restaurants, etc.  
(i.e., Merchant Category Code Group No. 86)

\* Cycle begins on the 24th of each month

**Cardholders are reminded that they have an obligation to always secure reasonable prices on behalf of Fermilab.**

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## Additional Control Mechanisms

Fermilab's ProCard is a special type of credit card. It has the ability to control use in the following ways:

- Number of times a cardholder can use the card per day
- Number of times a cardholder can use the card per month
- Maximum dollar amount of a single transaction
- Total spending limit per month per cardholder
- Total spending limit per month per organization
- Where the ProCard is used, as defined by Standard Industrial Classification (SIC) Codes.

Bank One generates extensive usage reports to help manage the purchase transactions and to help assist in understanding how Fermilab is using the cards.

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## POLICIES AND PROCEDURES

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### **Who may obtain a ProCard**

ProCard eligibility is reserved for qualified Fermilab employees selected and recommended by their immediate supervisor and/or Division/Section Heads.

The employee must complete the application form “ProCard Cardholder Account Form” (See Attachment No. 1). and the “Cardholder Agreement” (see attachment 2).

The employee shall complete the forms, obtain supervisor’s approval and return the original copies to the ProCard Program Administrator.

Upon approval, the MasterCard application form will be processed with the Bank. The MasterCard will be sent to the Program Administrator who will then schedule a time for training. After completion of the training, the card will be provided to the employee.

Fermilab Program Administrator is:

Gary Golinski  
Location: WH4W – MS210  
Phone: 630/840-4175  
Fax: 630/840-6685  
Email: golinski@fnal.gov

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### **Guidelines for ProCard Use**

The ProCard program is intended to simplify the purchase of low-value goods and services. If the Cardholder has questions regarding the appropriateness of the ProCard for the acquisition the ProCard Administrator(s) must be contacted.

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### **Choose Appropriate Method of Acquisition**

Fermilab has established a full range of acquisition systems (i.e., purchase agreement, Blanket Orders, Requirements Subcontracts, etc.) to enable requesters to acquire materials and services in the most cost-effective means possible.

The ProCard program is designed to supplement these systems.

**ProCard orders shall not be strung together to avoid the \$2,500 established maximum individual transaction limit.**

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## Restricted Items

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### The ProCard may not be used for:

- Items for personal use
  - Cash advances
  - To pay for Fermilab-hosted conferences
  - Changes, modifications, or alterations to an existing purchase order
  - Temporary labor or consulting services (i.e., temporary agencies)
  - Tuition fees, (i.e., educational reimbursement)
  - Capital or sensitive equipment
  - Items that are readily available from the Fermilab Stockroom
  - Laser containing device/systems
  - Radioactive materials and sources
  - Explosives (powder actuated tools may be excluded if approved by – Division/Section ES&H Group)
  - Precious Metals (i.e., gold, silver, platinum, palladium, osmium, rhodium, iridium, ruthenium)
  - NEPA Projects
  - Memberships - The laboratory is prohibited, by our Prime Contract with DOE, from entering into memberships without DOE approval. This must be done by entering a requisition and justification for the membership and routing the request through the Procurement department.
  - Clothing – ProCard holders may purchase clothing only if written approval from Lab Services is obtained.
  - Business Cards
  - Compressed Gases
  - Telecommunications Equipment - including, but not limited to, telephones (cellular, mobile, portable, cordless), answering machines, pagers, 2-way radios (walkie-talkies, mobiles, scanners).
  - High Risk/Export Controlled items
    - Export Controlled - Export Controlled property means property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorized by the U.S. Department of Energy.
    - High Risk - High Risk personal property means property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.
  - Any other controlled materials or services as specified by Fermilab or DOE.
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**Property  
Sensitive Items**

**SENSITIVE ITEM LIST**

This list contains descriptions of articles that are Sensitive Items, provided the unit value is \$300.00 or greater. If the unit value of the item is \$300.00 or greater, it shall not be purchased on ProCard.

**CAMERAS** – including, but not limited to, camcorder, CCTV, digital, framing, high resolution, high speed, high temperature, oscilloscope, television, video, and x-ray cameras.

**COMPUTERS** – including, but not limited to, PCs, laptops, PDAs and other handhelds, PowerBooks, tablets, and servers.

**PRINTERS** – including, but not limited to, line, page, laser, copier/printer combinations and video printers.

**SCANNERS** – for input of data or graphics to PCs.

**TELEVISION EQUIPMENT** – Including, but not limited to, VCRs, DVDs, TV/VCR/DVD combinations, TV monitors and receivers, HDTV's, video conferencing, editing and production equipment.

**RECORDING/PLAYBACK EQUIPMENT** – including, but not limited to, handheld audio recorders, CD players, CD Rom drives, CD and DVD burners and editing devices.

**Note:** This includes stand-alone equipment only. It does not include items to be mounted internally, i.e. internal CDRW.

**BINOCULARS AND SPOTTING SCOPES**

**PROJECTORS** – including, but not limited to, video, computer, overhead and slide projectors.

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Note: Questions regarding Property Office restrictions can be addressed to the Property Office at x3585.

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**ES&H Sensitive  
Items**

The following types of procurements are considered ES&H Sensitive. ProCard cardholders shall seek the advice and written approval of their Division/Section ES&H Group prior to placing an order for the following types of materials and services. This list may not be inclusive of all ES&H Sensitive Items. If any doubt exists, see your ES&H representative.

- Building modification, maintenance or construction activities
  - Chemicals (See Chemicals on next page)
  - Chemical spill control equipment
  - Ergonomic devices
  - ES&H related training seminars
  - Fire protection/detection/suppression systems
  - Forklift equipment
  - Lifting fixtures
  - Paints
  - Personal protective equipment
  - Pressure/vacuum vessels
  - Respiratory Protective Equipment
  - Scaffolding equipment
  - Storage tanks
  - Work in hazardous locations, such as, ODH, RMA, confined spaces, etc.
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<b>Chemicals</b>	<p>Any chemicals that are purchased with a procurement card must be shipped direct from the vendor to the laboratory in compliance with DOT regulations. Per established policy, laboratory personnel may not engage in transportation of hazardous materials off site. BSS CDL drivers are excepted.</p> <p>The Cardholder must inform the vendor to label the package "Contains Chemicals" on the shipping address label, in addition to any other DOT required labeling and markings as determined by the vendor and to send an MSDS for the chemical with the package. The phrase "Contains Chemicals" will facilitate identification of chemical containing packages by the Fermilab Shipping and Receiving Department.</p>
<b>Licensed Vehicles or Equipment</b>	Contact BSS Vehicle Maintenance prior to using the ProCard for any purchases related to Government vehicles, including I-Pass for tolls, repairs, fuel, forklifts, hi-lifts and trailers.
<b>Repair Services</b>	Repairs are permitted on ProCard.
<b>Fabrications</b>	Cardholders are allowed to purchase fabrications.
<b>Rentals</b>	Temporary rentals for business machines and personal computers are permitted.
<b>Off-Site Training / Conference Registration Fees</b>	Off-site training courses and conference registration fees are allowed.
<b>Remote Access</b>	The ProCard in the employee's Division/Section will be used to pay for all connectivity and communication services required.
<b>Ramifications of Misusing / Abusing ProCard</b>	<p>Intentional misuse / abuse of ProCard will result in immediate revocation of ProCard privileges, assignment of wages, and may include further disciplinary action up to and including termination of employment and legal action.</p> <p><b>Cardholder may also be financially liable for unauthorized procurements.</b></p>
<b>Security / Protection</b>	The ProCard is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

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<b>Sharing (Use by someone other than the Cardholder)</b>	<b>The only person authorized to use the ProCard is the person to whom it was issued.</b> If a Cardholder is expected to be absent for an extended period, division/section management must arrange to process transactions through an alternate cardholder.
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<b>Lost or Stolen Cards</b>	If Cardholder's ProCard is lost or stolen, Cardholder must immediately notify the Bank, the Program Administrator, and Fermilab Security.
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<b>Termination of Employment</b>	If a Cardholder terminates employment, or is transferred to a new assignment within Fermilab, the ProCard must be returned to the Program Administrator(s). It is the responsibility of the Cardholder's immediate supervisor to ensure that cards are returned and canceled.
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<b>Billing / Payment / Cycle</b>	Accounting will pay the summary invoice weekly.  ProCard, Inc. completes their record-keeping cycle on the 23rd of each month. Cardholder's cyclical limits are reset at zero at this time.
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<b>ProCard Front-End System</b>	Business Systems has developed an Oracle database to use as a management tool for Procard acquisitions. The Procard Front-End System generates a unique Procard Requisition Number (PRN) that is used to track each order individually. The Receiving Department can enter this PRN in the Procard database to expedite the delivery of your order to its deliver to location. Other benefits of the Procard Front-End System are the ability to use multiple work packages, the ability to transfer costs from one work package to another and the advantage of receiving an email from the Receiving Department once your items are delivered. For more information regarding this system, contact Pam Noyes x5779.
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<b>Cost Transfers</b>	Cost transfers are made simple with the Fermilab Procard Front-End System. The Procard Front-End System provides the ability to charge to multiple work packages using the online Reconciliation and/or Cost Transfer process.  Cardholders needing information regarding cost transfer procedures, who are not currently using the Procard Front-End System, should contact your budget officer and/or Mike Rhoades, Accounting, extension 5807.
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<b>Transaction Authorization</b>	The merchant should be told not to charge the ProCard until the material is shipped.
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**Record Keeping**

Cardholders that do not use the ProCard Front-End System are required to maintain a Cardholder Transaction Log (see Attachment No. 5) for the purpose of validating and auditing all ProCard transactions.

Cardholders that generate all transactions through the Procard Front-End System do not need to create a manual transaction log. Online reports such as the Transaction By Order Number report fulfills the transaction log requirement.

Additional documentation, such as receipts or any other meaningful documents, must also be maintained for the purpose of validating and auditing all ProCard transactions.

**Records must be maintained by the department and made accessible for a period of not less than three (3) years.**

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**General Ledger Feed**

The General Ledger feed is each night. Debit - budget codes. Credit - Accounts Payable ProCard.

All Cost transfers initiated through the Procard Front-end System will be available to view online the following business day after the General Ledger nightly feed takes place.

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**Approval**

**Cardholder's immediate supervisor or supervisor's designee shall approve and sign the Monthly Statement of Account.**

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**Compliance Reviews**

To ensure that the ProCard program remains compliant with Fermilab's procurement policies and procedures, periodic compliance reviews of Cardholder transactions will be conducted by the BSS Self-Assessment Group and Fermilab Internal Audit.

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**Duplicate Transaction Record Request**

To obtain a copy of the Bank's transaction record, you may contact ProCard Customer Service, 8:00 a.m. to 5:00 p.m., during normal business days.

(800) 316-6056

**NOTE:** A \$5.00 fee will be assessed to your cost center for each request.

Cardholders that have Procard Front-End System accounts can view bank transactions online.

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# MAKING A PROCARD PURCHASE

## Procedure

Follow the steps below to make a ProCard purchase.

Step	Action
1	Define your requirements.
2	Determine that the ProCard is the appropriate method of acquisition.
3	Call, fax, or visit the merchant.
4	Ask if they accept MasterCard.
5	Agree on a price (include shipping (FOB Fermilab) and handling).
6	Indicate tax-exempt status to merchant.  <b>NOTE:</b> If your tax-exempt status is questioned, fax the merchant a copy of Fermilab's Tax-Exempt Letter (see Attachment No. 4).
7	Give the merchant your ProCard number and expiration date.
8	Instruct the merchant to send any paperwork or invoices to:  <b>FERMILAB -- PROCARD P. O. BOX 500 BATAVIA, IL 60510-0500 ATTENTION: _____(Requesters Name and Mail Station)</b>  <b>NOTE:</b> Cardholders are asked to remind merchants <b>NOT</b> to send invoices to the Accounts Payable Dept .
9	Specify delivery instructions including the information which must appear on the label, i.e. CONTAINS CHEMICALS  <b>FERMILAB – PROCARD PRN # _____ RECEIVING DEPARTMENT KIRK RD &amp; WILSON ST. BATAVIA, IL 60510-0500 ATTENTION: _____(Requesters Name and Deliver Location)</b>  <b>NOTE:</b> ProCard Account Number must <b>NOT</b> be displayed anywhere on the outside of the package.

The ProCard purchase is now complete.

## SHIPPING / RECEIVING

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**Direct Receiving** Using ProCard may permit the Cardholder to bypass Fermilab's formal receiving process and take advantage of direct delivery.

**NOTE:** Chemical shipments shall be excluded from the Direct Delivery method.

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**Shipping Label** It is the Cardholder's responsibility to instruct the merchant to label packages properly for shipment to Fermilab. Packages must be identified with the following information clearly visible on the outside of the box to ensure proper delivery.

**FERMILAB – PROCARD PRN # \_\_\_\_\_**  
**RECEIVING DEPARTMENT**  
**KIRK RD & WILSON ST.**  
**BATAVIA, IL 60510-0500**

**ATTENTION: \_\_\_\_\_ (Requesters Name**  
**and Deliver Location)**

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**Chemicals** If the package is labeled "CONTAINS CHEMICALS", Fermilab's Shipping and Receiving department SHALL open the package to inspect the contents for leakage and send a copy of the enclosed MSDS and packing slips to the ES&H Department for processing.

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**Customer Pick-up** Cardholders are permitted to pick up material at the merchant's location.

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**U.S. Mail** Small packages may also be received via U.S. mail. Packages sent through the mail will be subject to Fermilab's internal policies and procedures for mail processing.

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## RETURNS, CREDITS, AND DISPUTED ITEMS

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### Problems

The Cardholder is responsible for resolving purchased item issues directly with the merchant.

If unable to resolve the issue, the Cardholder should follow the instructions outlined below in the Disputes section (See Attachment 6).

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### Returns

If a Cardholder needs to have an item repaired under warranty or to return an item to the merchant for any reason, Fermilab's Material Move Request form must be complete and sent to Shipping to ensure proper packaging and shipment. The product may accompany the material move or you may request pick up by Support Services. Copies of the shipping documents must be maintained with Cardholder records.

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### Credits

The merchant should issue a credit with the Bank for material that has been returned. The credit should appear on or before the next cycle. If a credit has not appeared within this time frame, Cardholder should follow the instructions outlined below in the Disputes section.

Cardholder should request credit documentation as a record.

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### Disputes

If a dispute cannot be resolved, the Cardholder must complete a Statement of Disputed Item(s) (see Attachment No. 6) with supporting documentation within 60 days to:

Bank One  
Disputes Department B-3  
P. O. Box 2015  
Elgin, IL 60121

and fax to Bank One at (847) 622-2495. The Bank will then intercede with the merchant on behalf of the Cardholder.

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## KEY CONTACTS - WHOM TO CALL

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<b>Report ProCard Lost or Stolen</b>	<p>To report your ProCard lost or stolen, immediately notify the Bank, the Program Administrator(s), and Fermilab Security:</p> <ul style="list-style-type: none"><li>• Bank One Lost / Stolen Card Service (800) 848-2813 (24 hours a day)</li><li>• Gary Golinski, ProCard Administrator x4175</li><li>• Pam Noyes, Administrative Assistant x5779</li><li>• Fermilab Security x4949</li></ul>
<b>Cancel ProCard</b>	<p>To cancel your ProCard, please return your card to the Program Administrator.</p>
<b>ProCard Customer Service Needs</b>	<p>For ProCard customer service needs, please call:</p> <p>Bank One ProCard Customer Service – Team E (800) 316-6056 x7440 (7 AM - 7 PM Central Time)</p>
<b>ProCard Program Administrator(s)</b>	<p>To request specific assistance with use of your ProCard, or to apply for a ProCard, please call the ProCard Program Administrator(s) at Fermilab:</p> <p>Gary Golinski, ProCard Administrator x4175 Pam Noyes, Administrative Assistant x5779</p>
<b>Assistance with Merchants</b>	<p>To request specific assistance with merchants, please call:</p> <p>Gary Golinski, ProCard Administrator x4175 Pam Noyes, Administrative Assistant x5779</p>
<b>ProCard Policies and Procedures</b>	<p>For questions about ProCard policies and procedures, please call:</p> <p>Gary Golinski, ProCard Administrator x4175 Pam Noyes, Administrative Assistant x5779</p>

## ATTACHMENTS

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- 1 ProCard Cardholder Account Form & Instructions
  - 2 Fermi National Accelerator Laboratory -- Cardholder Agreement
  - 3 Source List
  - 4 Tax Exempt Letter
  - 5 Transaction Log
  - 6 Statement of Disputed Item(s)
  - 7 BSS ProCard Transaction Compliance Review
  - 8 Procurement Commodity List
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**ATTACHMENT NO. 1**

**PROCARD CARDHOLDER ACCOUNT  
FORM & INSTRUCTIONS**

## **INSTRUCTIONS FOR COMPLETING THE PURCHASE CARD ACCOUNT FORM**

Please complete the PURCHASING CARD ACCOUNT FORM to establish or update cardholder account:

### **NEW ACCOUNT:**

1. Check the NEW block.
2. Enter Cardholder Information:
  - a) Enter your name as you want it to appear on the card (24 characters or less).
  - b) Enter the last four digits of your Social Security Number.
  - c) Enter Date of birth (MMDDYY)
  - e) Enter Mother's Maiden Name or Password.
  - g) Address Line 2 - enter your Mail Station Number.
  - h) Enter your work telephone number.
  - i) Enter project/task/expenditure org. – consult your Div/Sec/Budget Officer.
3. Reporting Hierarchy Levels -- this information will be entered by the ProCard Administrator.
4. Cardholder Controls (these may be adjusted downward):
  - a) Credit Limit (CSL) \$50,000.00
  - b) Single Purchase Limit \$ 2,500.00
  - c) Authorization Per Day 999
  - d) Transaction Per Cycle 999
  - e) Dollars Per Day 0.00
  - f) MCC Group 86 Exclude
5. Cardholder Approvals:
  - b) Cardholder - to be completed by the Cardholder
  - c) Approving Supervisor – to be completed by the supervisor that will approve the monthly statement.
  - d) Div/Sec/Budget Officer - to be completed by the appropriate Div/Sec/Budget Officer.
  - e) Procurement – to be completed by the ProCard Administrator.

### **CHANGE ACCOUNT:**

1. Check the CHANGE block.
2. Enter Cardholder Account Number.
3. Enter the Cardholder Name and any field(s) that require update/change.
4. Obtain Div/Sec/Budget Officer approval.

### **DELETE/CLOSE ACCOUNT:**

1. Check the DELETE/CLOSE block.
2. Enter Cardholder Account Number.
3. Cut the card in half and return to the ProCard Administrator.

### **PURCHASING CARD CARDHOLDER ACCOUNT FORM APPROVAL:**

The ProCard Administrator will sign, date, and fax the form to Bank One.

# Purchasing Card Cardholder Account Form

☐ New

☐ Change (*Only complete fields to be changed*)

☐ Delete/Close Cardholder Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Company Information

Company Name: **5242 - FERMILAB**

## Cardholder Information (*to be completed by the Cardholder*)

Cardholder Name (24 Characters)	_____	Last 4 Digits of Social Security #: <b>000-00-</b>
Name Line 2 (24 Characters)	<b>TAX ID E9986-4967-04</b>	Date of Birth: _____
Address Line 1 (35 Characters)	<b>P. O. BOX 500</b>	Mother's Maiden Name or Password: _____
Address Line 2 (35 Characters)	<b>MAIL STATION</b>	Work Phone: <b>(630) 840 -</b>
City (23 Characters)	<b>BATAVIA</b>	State <b>IL</b> Zip Code <b>60510-0500</b>

Project Number: \_\_\_\_\_ Task Number: \_\_\_\_\_ Expenditure Org: \_\_\_\_\_

## Reporting Hierarchy Level (*to be completed by Procurement*)

Level 2 Number: \_\_\_\_\_ Level 2 Name: \_\_\_\_\_

## Cardholder Controls (*Required unless specified*)

Credit Limit (CSL)	<b>\$50,000.00</b>	Single Purchase Limit	<b>\$2,500.00</b>
Authorizations Per Day	<b>9999</b>	Transactions Per Cycle	<b>9999</b>
Dollars Per Day (optional)	<b>0.00</b>	MCC Group (Merchant Category Code Group)	<b>86 Exclude</b>

## Cardholder Approvals

**Cardholder:**  
(Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approving Supervisor:**  
(Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Div/Sec/ Budget Officer**  
(Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Procurement:**  
(Please Print) **Gary Golinski** Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Signer)

## Bank Use Only

Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Unit Assigned:	_____	_____	_____	_____	_____	_____
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Signature Verified: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Mgt: \_\_\_\_\_

**ATTACHMENT NO. 2**

**CARDHOLDER AGREEMENT**

*University Research Association, Inc.*  
**Fermi National Accelerator Laboratory**  
**CARDHOLDER AGREEMENT**

**Introduction**

The University Research Association, Inc., herein after referred to as Fermi National Accelerator Laboratory (known as "Fermilab") has entered into an agreement with First National Bank of Chicago (Bank) that provides qualified employees with a procurement card (ProCard) at Fermilab expense to purchase selected materials and services costing less than \$2,500 (including shipping and handling). Using the ProCard benefits the Fermilab and Cardholder through:

Promptly paying our suppliers  
Reducing overall processing costs  
Decentralizing purchasing responsibility

The policies combined in this agreement and in the supplemental ProCard User's Guide must be followed by Cardholders as guidelines for conducting Fermilab business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

**General Policy Guidelines**

ProCards are issued at the discretion of the Procurement Department to delegated Fermilab employees.

**Ownership and Cancellation of the ProCard:** The ProCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or Fermilab may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the ProCard upon request to Fermilab or any authorized agent of Bank. Use of the ProCard or account after notice of its cancellation may be fraudulent and may cause Fermilab to take legal action against you.

**Spending Limits:** Each ProCard has a pre-set spending limit which may not be exceeded under any circumstances. The ProCard should be used whenever and wherever possible for charging materials and selected services costing less than the pre-set spending limit (including shipping and handling.) NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD.

**ProCard Abuse:** Abuse of the ProCard will result in revocation of the ProCard and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Purchasing Restricted Items
- Purchasing from Restricted Vendors
- Exceeding bank credit line limit
- Utilizing ProCard for purchases of more than \$2,500
- Using ProCard for travel and entertainment purposes
- Failure to return the ProCard when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

**Usage**

For additional specific usage guidelines, the ProCard Cardholder must refer to the supplemental ProCard User's Guide which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

**Receipts**

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the ProCard is used. Individual transaction receipts are to be attached to a Transaction Summary Report and submitted to the Cardholder's supervisor or Resource Manager for review and approval. Following supervisor or Resource Manager approval, the activity report and receipts must be kept on file by the Cardholder for a period of three (3) years.

**Disputed Items**

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The ProCard User's Guide contains specific guidelines for handling dispute resolutions.

**Protecting the Fermilab ProCard**

The ProCard is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

**Validation and Safekeeping**

Sign the ProCard immediately upon receipt. When the expiration date is passed and/or after you have received a new ProCard, cut the old ProCard in half and dispose of it. Make sure the ProCard is returned to you after each charge and verify that the returned ProCard has your name on it. Carbon sheets should be retrieved and destroyed.

**Lost or Stolen ProCards**

If the ProCard is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 848-2813. The Cardholder is also required to contact the Program Administrator(s) referenced in the ProCard User's Guide.

The undersigned ProCard Cardholder applicant and supervisor request that an Fermilab ProCard be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

\_\_\_\_\_  
Print -- ProCard Cardholder Name

\_\_\_\_\_  
ProCard Cardholder Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Division/Section Head/Budget Officer Signature Date

\_\_\_\_\_  
ProCard Administrator Date

ProCard Cardholder Applicant and Supervisor:

Complete Application. Retain one copy each of Agreement & Application. Forward originals to Program Administrator(s), MS210

## **ATTACHMENT NO. 3**

### **SOURCE LIST**

**Note: The vendors listed in this source list have a current pricing agreement with Fermilab. As part of this agreement, cardholders should not be charged any shipping or handling charges (F.O.B. Destination) and should receive the same discounted pricing that is extended to the Procurement Department. Following is an excerpt from the agreement that is applicable to ProCard purchases.**

#### **PRICING**

The pricing for supplies under this agreement shall be in accordance with current catalog less any applicable discounts. However, under no circumstance will prices be higher than those charged the sellers most favored customer for comparable quantities under similar terms and conditions.

#### **TAXES**

The Seller shall not charge State or local Sales Tax, as Fermilab holds Illinois Tax Exemption Identification Number E-9986-4967-04.

#### **CREDIT CARD PURCHASES**

The Seller shall not charge Fermilab any service or additional charge if a charge card is used to effect a purchase.

#### **DELIVERY**

The delivery schedule shall be determined at the time of purchase. The Seller shall ship all supplies ordered complete. The Seller shall suitably package all supplies to provide adequate protection from damage while in transit.

#### **F.O.B.**

The Seller shall ship all supplies F.O.B. Destination. All costs of packaging, permits, shipping duties and related handling included in the price of the purchased supplies.

## ***PRICING AGREEMENTS***

### **FIRM**

**Aim Welding Products**  
**Allied Electronics**  
**Alro Specialty Metals**  
**Arrow Electronics**  
**B & B Fasteners**  
**Bearing Headquarters**  
**Bearings & Industrial Supply**  
**Belford Electronics**  
**Best Toner**  
**Bisco Industries**  
**Brijen Electronics**  
**Cable-Comm Technologies**  
**Carlton-Bates**  
**CDW Government**  
**Circuit Engineering**  
**Circuitronics**  
**CMP Enclosures**

**Computerland**  
**Copper & Brass Sales**  
**Custom Components**  
**Efengee Electric**  
**Electro Circuits**  
**Foremost Fastener Company**  
**Fox Valley Blueprint**  
**Grainger**  
**Hi-Tech Manufacturing**  
**Integrity Sales**  
**Jaco Electronics**  
**Joseph Electronics**  
**Koi Computers**  
**Leeds Electronics**

**Longstreet Office Supply**  
**Manu-Tec, Inc.**  
**Mechlabs**

### **SUPPLIES / SERVICES**

**Welding Equipment & Supplies**  
**Electronic Components & Supplies**  
**Copper & Aluminum**  
**Electronic Components & Supplies**  
**Fasteners**  
**Bearings & Transmissions**  
**Bearings & Transmissions**  
**Electronic Components & Supplies**  
**Toner Cartridges**  
**Electronic Components & Supplies**  
**PCB Fabrication**  
**Cable Assemblies**  
**Electronic Components & Supplies**  
**Computer Products & Software**  
**PCB Fabrication**  
**PCB Fabrication**  
**Relay Racks, Nim Modules & VME Enclosures**  
**Computer Products & Software**  
**Copper & Aluminum**  
**PCB Assembly**  
**Electrical Supplies**  
**PCB Fabrication**  
**Fasteners**  
**Office Supplies**  
**Industrial Supply**  
**Metal Fabrication**  
**Toner Cartridges**  
**Electronic Components & Supplies**  
**Electronic Components & Supplies**  
**Computer Products & Software**  
**Relay Racks, Nim Modules & VME Enclosures**  
**Office Supplies**  
**PCB Assembly**  
**PCB Assembly**

## ***PRICING AGREEMENTS***

### **FIRM**

Micro City  
Micro Warehouse, Inc.  
Midwest Printed Circuit Services  
Morse Cable

Motion Industries Incorporated  
Napco Steel  
Newark Electronics  
Paramont Electric  
PC Mall Government  
Pentaplex  
Production Dynamics  
Proline Metal Fabricators

Ramtronix  
Reptron Electronics  
River City Industrial  
Rockford Industrial Welding  
Ronco Industrial Supply  
Safety Supply  
Sayers Computer Source  
Seps, Incorporated  
Software House International  
Steiner Electric  
Sterling Steel Warehouse  
Tri Star Supply  
TTI, Incorporated  
University of Chicago  
Vanguard Distributors  
Weldstar  
Wesco Electric  
West Side Industrial Supply  
Wildflower International  
William F. Meyer Company

### **SUPPLIES / SERVICES**

Computer Products & Software  
Computer Products & Software  
PCB Fabrication  
Electronic Components &  
Supplies/Cable Assemblies  
Bearings & Transmissions  
Steel Products  
Electronic Components & Supplies  
Electrical Supplies  
Computer Products & Software  
PCB Fabrication  
Electrical Supplies  
Relay Racks, Nim Modules &  
VME Enclosures  
Electronic Components & Supplies  
Electronic Components & Supplies  
Industrial Supply  
Welding Equipment & Supplies  
Industrial Supply  
Safety Supplies  
Computer Products & Software  
Electronic Components & Supplies  
Computer Products & Software  
Electrical Supplies  
Steel Products  
Electrical Supplies  
Electronic Components & Supplies  
Computer Products & Software  
Safety Supplies  
Welding Equipment & Supplies  
Electrical Supplies  
Industrial Supply  
Computer Products & Software  
Pipe, Valves, Fittings



## **Bearings & Transmissions**

**Bearing Headquarters**  
**2515 Production Drive**  
**St. Charles, IL 60174**  
**Attn: Cathey Horn**  
**Phone: (630) 584-5701**  
**Fax: (630) 584-6212**

**Bearings & Industrial Supply**  
**431 Irmen Drive**  
**Addison, IL 60101**  
**Attn: Tony Shah**  
**Phone: (800) 826-9870**  
**Fax: (630) 628-0116**

**Motion Industries Incorporated**  
**397A Charles Court**  
**West Chicago, IL 60185**  
**Phone: (630) 231-4453**  
**Fax: (630) 231-4499**

## **Cable Assemblies**

**Cable-Comm Technologies**  
**800 Enterprise Court**  
**Naperville, IL 60563**  
**Attn: Cathey Gill**  
**Phone: (800) 544-1330**  
**Fax: (630) 717-5758**

**Morse Cable**  
**(Connectors, Wire & Cable Assemblies)**  
**1004 Gammon Road**  
**Wheaton, IL 60187**  
**Attn: Dennis Grunt/JR**  
**Phone: (630) 250-7095**  
**Fax: (630) 250-7007**

## **Computer Products & Software**

**CDW Government**  
**230 N Milwaukee Ave.**  
**Vernon Hills, IL 60061**  
**Attn: Kelly Hay**  
**Phone: (877) 380-3424**  
**Fax: (312) 705-8229**

**Computer Products  
& Software**

**Computerland  
872 Cambridge Dr.  
Elk Grove Village, IL 60007  
Attn: Jim Cornyn  
Phone: (847) 640-9494 Ext. 235  
Fax: (847) 640-6592**

**Koi Computers  
200 West North Ave.  
Lombard, IL 60148  
Attn: Fanny Ho  
Phone: (630) 568-3564  
Fax: (630) 627-8877**

**Micro City  
2040 Corporate Lane  
Naperville, IL 60562  
Attn: Mike Butitta  
Phone: (630) 395-2192  
Fax: (630) 305-2250**

**Micro Warehouse Inc.  
535 Connecticut Ave.  
S. Norwalk, CT 06854  
Attn: Mathew Denny  
Phone: (800) 696-1727 Ext. 7097  
Fax: (203) 899-2089**

**PC Mall Government  
2555 W 190<sup>th</sup> St.  
Torrance, CA 90504  
Attn: Steve Fleer  
Phone: (800) 323-2704 Ext. 4529  
Fax: (310) 630-3019**

**Sayers Computer Source  
1150 Feehanville Drive  
Mount Prospect, IL 60056  
Attn: Spyke Bocacao  
Phone: (847) 391-4093  
Fax: (847) 294-0750**

**Computer Products  
& Software**

**Software House International  
Two River View Drive  
Somerset, NJ 08873-1150  
Attn: Christian Tamasco  
Phone: (732) 868-5926  
Fax: (732) 868-5927**

**University of Chicago  
Campus Computer Store  
6019 Kimbark  
Chicago, IL 60637  
Attn: Kevin Brooks  
Phone: (773) 702-6427  
Fax: (773) 702-3185**

**Wildflower International Ltd.  
1500 S St. Francis Drive  
Sante Fe, NM 87505  
Attn: Carly Goldstein  
Phone: (505) 466-9111  
Fax: (505) 466-9100**

**Copper & Aluminum**

**Copper & Brass Sales  
415 State Parkway  
Schaumburg, IL 60173  
Attn: Michael B/Steve Meyer  
Phone: (800) 926-2600  
Fax: (847) 490-9081**

**Alro Specialty Metals  
4501 Janes Place  
Melrose Park, IL 60160  
Attn: Tim  
Phone: (708) 343-4343  
Fax: (708) 343-7588**

**Electrical Supplies**

**Efengee Electric  
31W356 Diehl Road  
Naperville, IL 60563  
Attn: Jennifer/Steve  
Phone: (630) 369-1016  
Fax: (630) 369-1738**

## **Electrical Supplies**

**Paramont Electric**  
**2528 S. 27th Ave.**  
**Broadview, IL 60153**  
**Attn: Jerry Campbell**  
**Phone (708) 345-0000**  
**Fax: (708) 345-0816**

**Production Dynamics of Chicago**  
**9551 S. Cottage Grove Ave.**  
**Chicago, IL 60628**  
**Attn: Cleo Banks**  
**Phone: (773) 375-2600**  
**Fax: (773) 375-2610**

**Steiner Electric**  
**3755 Swenson Dr.**  
**St. Charles, IL**  
**Attn: Allan Tracz**  
**Phone: (630) 377-6600**  
**Fax: (630) 377-7952**

**Tri Star Supply**  
**1459 Bernard Drive**  
**Addison, IL 60101**  
**Attn: Marty Jr.**  
**Phone: (630) 629-4440**  
**Fax: (630) 629-6352**

**Wesco Electric**  
**3654 Swenson Ave.**  
**St. Charles, IL 60174**  
**Attn: Eric**  
**Phone: (630) 513-8135**  
**Fax: (630) 513-8143**

## **Electronic Components & Supplies**

**Allied Electronics**  
**2601 West 22<sup>nd</sup> St. Suite 9**  
**Oak Brook, IL 60523**  
**Attn: Angelo Talaganis**  
**Phone: (630) 571-1000**  
**Fax: (630) 571-0209**

**Electronic Components &  
Supplies**

**Arrow/Richey Electronics  
(Connectors & Passives)  
1166 Spring Lake Drive  
Itasca, IL 60143  
Attn: Julie/Tony  
Phone: (630) 860-8573  
Fax: (630) 285-6099**

**Arrow Electronics  
(Semiconductor Group)  
1166 Spring Lake Drive  
Itasca, IL 60143  
Attn: Linda Kaczmariski  
Phone: (630) 285-6062  
Fax: (630) 285-6096**

**Belford Electronics  
1460 Jeffrey Drive  
Addison, IL 60101  
Attn: Rick/Mike  
Phone No. (630) 705-3024 Ext. 24  
Fax: (630) 691-1118**

**Bisco Industries  
529 Windy Point Drive  
Glendale Heights, IL 60139  
Attn: Natalie  
Phone: (630) 942-1230  
Fax: (630) 942-1985**

**Carlton-Bates  
746 Vermont St.  
Palatine, IL 60067  
Attn: Rod Meyer/Kathy  
Phone: (847) 359-5500 Ext. 257  
Fax: (847) 359-9686**

**Jaco Electronics  
2030 Algonquin Road  
Schaumburg, IL 60173  
Attn: Lisa/Pat  
Phone: (847) 303-0700  
Fax: (847) 303-9573**

**Electronic Components &  
Supplies**

**Joseph Electronics  
8830 N. Milwaukee Avenue  
Niles, IL 60714  
Attn: Scott/John Cleary  
Phone: (847) 588-3800  
Fax: (847) 588-3300**

**Morse Cable  
(Connectors, Wire & Cable Assemblies)  
1004 Gammon Road  
Wheaton, IL 60187  
Attn: Dennis Grunt/JR  
Phone: (630) 250-7095  
Fax: (630) 250-7007**

**Newark Electronics  
1919 S. Highland Avenue  
Lombard, IL 60148  
Attn: JoAnn Prock/Laurie  
Phone: (630) 317-1000  
Fax: (630) 424-8048**

**Ramtronix (Kings Connectors)  
67 Jefryn Blvd. East  
Deer Park, NY 11729  
Attn: Rich Ziesig  
Phone: (631) 242-4700  
Fax: (631) 242-4074**

**Reptron Electronics  
1000 E. State Parkway  
Schaumburg, IL 60173  
Attn: Shirley  
Phone: (847) 882-1700  
Fax: (847) 882-8904**

**Seps, Incorporated  
(Power Supplies & UPS Systems)  
7531 Brush Hill Road  
Burr Ridge, IL 60521  
Attn: Catherine/Pat  
Phone: (630) 986-8899  
Fax: (630) 986-8906**

**Electronic Components &  
Supplies**

**TTI, Incorporated  
1301 Basswood Rd.  
Schaumburg, IL 60173  
Attn: Dianne/Cindy  
Phone: (847) 884-6500  
Fax: (847) 884-6556**

**Fasteners**

**B & B Fasteners  
740 N. Edgewood Avenue  
Wood Dale, IL 60191  
Phone: (630) 350-2290  
Fax: (630) 350-0743  
Attn: Matt Sisto**

**Bisco Industries  
529 Windy Point Drive  
Glendale Heights, IL 60139  
Attn: Natalie  
Phone: (630) 942-1230  
Fax: (630) 942-1985**

**Foremost Fastener Company  
1010 W. National Avenue  
Addison, IL 60101  
Attn: Larry/Jon  
Phone: (630) 543-9685  
Fax: (630) 543-0167**

**Industrial Supply**

**Grainger  
2701 Ogden Avenue  
Downers Grove, IL 60515  
Attn: Jennifer Roe  
Phone: (630) 953-2959  
Fax: (630) 953-2975**

**River City Industrial  
(Cross-Reference McMaster Carr)  
7960 Winding Creek Drive  
Germantown, TN 38138  
Attn: Sonya Infanti  
Phone: (901) 309-8883  
Fax: (901) 309-9170**

## **Industrial Supply**

**Ronco Industrial Supply**  
**700 Frontier Way**  
**Bensenville, IL 60106**  
**Attn: John or Ron Cohen**  
**Phone: (847) 364-1150**  
**Fax: (847) 364-4158**

**West Side Industrial Supply**  
**1530 N. LaFox**  
**South Elgin, IL 60177**  
**Phone: (847) 468-1000**  
**Fax: (847) 931-1030**

## **Metal Fabrication**

**Hi-Tech Manufacturing**  
**4637 N. 25<sup>th</sup> Ave.**  
**Schiller Park, IL 60176**  
**Attn: Mario Arcari**  
**Phone: (847) 678-1616**  
**Fax: (847) 678-1617**

## **Office Supplies**

**Fox Valley Blueprint**  
**34 South River St.**  
**Aurora, IL 60506**  
**Attn: Frank Garcia**  
**Phone: (630) 892-7661**  
**Fax: (630) 892-2329**

**Longstreet Office Supply**  
**821 Windsor Avenue, Wrhse. #7**  
**Elkhart, IN 46514**  
**Attn: Jim Longstreet**  
**Phone: (800) 245-5664**  
**Fax: (888) 331-5664**

## **PCB Assembly**

**Custom Components**  
**740 Swan Drive**  
**Mukwonago, WI 53149**  
**Attn: Thomas Bloom**  
**Phone: (262) 363-2980**  
**Fax: (262) 363-2985**



## **PCB Assembly**

**Manu-Tec, Inc.**  
**415 W Beldon Ave**  
**Addison, IL 60101**  
**Attn: Richard Zboril**  
**Phone: (630) 543-3022**  
**Fax: (630) 543-7766**

**Mechlabs**  
**1560 Frontenac Road**  
**Naperville, IL 60563**  
**Attn: Marty Brickman**  
**Phone: (630) 236-6000**  
**Fax: (630) 236-6050**

## **PCB Fabrication**

**Brijen Electronics**  
**85 Gaylord St.**  
**Elk Grove Village, IL 60007**  
**Attn: Donna Faber/Parul**  
**Phone: (847) 758-1400**  
**Fax: (847) 758-1410**

**Circuit Engineering**  
**511 Vista Ave. Suite A**  
**Addison, IL 60101**  
**Attn: Roy Simon**  
**Phone: (630) 628-9923**  
**Fax: (630) 628-9983**

**Circuitronics**  
**201 N. Gables Blvd**  
**Wheaton, IL 60187**  
**Attn: Shelley Lara**  
**Phone: (630) 668-5407**  
**Fax: (630) 462-7590**

**Electro Circuits**  
**1651 Mitchell Blvd**  
**Schaumburg, IL 60193**  
**Attn: Helen/Dennis**  
**Phone: (847) 352-5015**  
**Fax: (847) 352-5073**

**PCB Fabrication**

**Midwest Printed Circuit Services**  
**1741 Circuit Drive**  
**Round Lake Beach, IL 60073**  
**Attn: Tammey Lackey**  
**Phone: (847) 740-4120**  
**Fax: (847) 740-4187**

**Pentaplex**  
**1725 Fleetwood**  
**Elgin, IL 60123**  
**Attn: Jim Veith**  
**Phone: (847) 741-1120**  
**Fax: (847) 741-1470**

**Pipe, Valves, Fittings**

**William F. Meyer Company**  
**1855 E. New York Street**  
**Aurora, IL 60505**  
**Attn: Tom K./Carol**  
**Phone: (630) 851-4441**  
**Fax: (630) 851-4043**

**Relay Racks, Nim Modules  
& VME Enclosures**

**CMP Enclosures**  
**3932 Grove Ave.**  
**Gurnee, IL 60031**  
**Attn: Mike Gober**  
**Phone: (847) 244-3230**  
**Fax: (847) 244- 3257**

**Proline Metal Fabricators**  
**42650 Osgood Road**  
**Fremont, CA 94539**  
**Attn: Reid**  
**Phone: (800) 468-6763**  
**Fax: (510) 438-0612**

**Leeds Electronics**  
**(Pentair Electronic Packaging/Schroff)**  
**8300 W. Addison**  
**Chicago, IL 60634**  
**Attn: Bob**  
**Phone: (773) 625-3800**  
**Fax: (773) 625-3807**

## **Safety Supplies**

**Safety Supply  
695 Sundown Road  
South Elgin, IL 60177  
Attn: Linda/Tracy  
Phone: (847) 695-1390  
Fax: (847) 695-1484**

**Vanguard Distributors  
P. O. Box 608  
Savannah, GA 31402  
Attn: Janice B.  
Phone: (912) 236-1766  
Fax: (912) 238-3072**

## **Steel Products**

**Napco Steel  
1800 Arthur Drive  
West Chicago, IL 60185  
Attn: Jerry  
Phone: (800) 292-8010  
Fax: (630) 293-0881**

**Sterling Steel Warehouse  
P.O. Box 151  
Rock Falls, IL 61071  
Attn: Rod Anderson  
Phone: (815) 625-3275  
Fax: (815) 625-3235**

## **Toner Cartridges**

**Best Toner  
(OEM Compatible)  
309 E Rand Road  
Arlington Heights, IL 60004  
Attn: Sandra Lodygowski  
Phone: (847) 438-7788  
Fax: (847) 818-1400**

**Integrity Sales  
(OEM New)  
18810 S Parsons Ave.  
Castro Valley, CA 94546  
Attn: Melda Erinan  
Phone: (408) 983-0863  
Fax: (408) 983-0841**

**Welding Equipment &  
Supplies**

**Aim Welding Products  
201 Washington Street  
Auburn, MA 01501-3224  
Attn: Rita Kapur  
Phone: (800) 772-0104  
Fax: (508) 832-5043**

**Rockford Industrial Welding  
4646 Linden Road  
Rockford, IL 61109  
Attn: Mark Bergsteat  
Phone: (815) 356-7100  
Fax: (815) 356-7300**

**Weldstar  
1750 Mitchell Road  
Aurora, IL 60504  
Attn: Gary Soris  
Phone: (630) 859-3100  
Fax: (630) 859-3199**

**ATTACHMENT NO. 4**  
**TAX EXEMPT LETTER**



## Illinois Department of Revenue

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, Illinois 62702  
217 782-8881

June 1, 2001

DAVID A CARLSON  
UNIVERSITIES RESEARCH ASSOC. I  
P O BOX 500  
BATAVIA IL 60510-0500

Operator of Fermi National Accelerator Laboratory

We have received your recent letter; and based on the information you furnished, we believe

UNIVERSITIES RESEARCH ASSN INC  
of  
BATAVIA, IL

is organized and operated exclusively for charitable purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois. The organization is not, however, exempt from Illinois Hotel Operators' Occupation Tax, Electricity Excise Tax, Electricity Distribution Tax, and Telecommunications Excise Tax.

We have issued your organization the following tax exemption identification number: E9986-4967-04. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on June 1, 2006, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services  
Illinois Department of Revenue

**ATTACHMENT NO. 5**  
**TRANSACTION LOG**

[illegible]



**ATTACHMENT NO. 6**

**STATEMENT OF DISPUTED ITEM(S)**

**STATEMENT OF DISPUTED ITEM(S)**

**Return Address:** \_\_\_\_\_

**Vendor (Supplier) Name** \_\_\_\_\_

**Reference Number** \_\_\_\_\_

**Transaction Date** \_\_\_\_\_

**Posting Date** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Cardholder Name** \_\_\_\_\_

**Card Account Number** \_\_\_\_\_

To assist our investigation, please indicate below the reason for your dispute. If you have questions, call Customer Service at 1-800-316-6056.

\_\_\_\_\_ 1. **CARDHOLDER DISPUTE**

( ) I **did not** make nor authorize above transaction. (Please indicate whereabouts of card.)

( ) I **did** make the above transaction, but am disputing it because: (Please state your reasons why in detail.)

\_\_\_\_\_ 2. **MERCHANDISE NOT RECEIVED**

( ) My account has been charged, but I have not received the merchandise. Details of my attempt to resolve the disputes with the vendor and the vendor's response are indicated below:

( ) My account has been charged, but I have since contacted the vendor and canceled the order. I will refuse delivery and payment should the merchandise still be sent.

\_\_\_\_\_ 3. **MERCHANDISE RETURNED**

My account has been charged, but the merchandise has been returned. **Attached is a copy of my shipping document.**

\_\_\_\_\_ 4. **CREDIT NOT RECEIVED**

I have received a credit voucher, but it has not yet appeared on my account. **Attached is a copy of the credit voucher. The date on the voucher is greater than 30 days old.**

\_\_\_\_\_ 5. **INADEQUATE DESCRIPTION / UNRECOGNIZED CHARGE**

I do not recognize this charge. Please supply a copy of the sales draft for my review.

\_\_\_\_\_ 6. **ALTERATION OF AMOUNT**

There is a difference in the amount I authorized and the amount I was billed. **Attached is a copy of my sales draft and/or backup documentation.**

\_\_\_\_\_ 7. **PREVIOUSLY BILLED FOR TRANSACTION**

I only transacted one charge and I was previously billed for this sales draft. Date of previous charge

\_\_\_\_\_ 8. **IMPRINTING OF MULTIPLE SLIPS**

The transaction represents multiple billing to my account. I authorized only one charge from this vendor for this amount.

\_\_\_\_\_ 9. **OTHER: DESCRIBE IN DETAIL:**

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

*Please send or fax this form to the Bank, fax # (847)931-8861 and forward a copy to the Program Administrator(s)*

**ATTACHMENT NO. 7**

**BSS PROCARD TRANSACTION  
COMPLIANCE REVIEW**

## BSS PROCARD TRANSACTION COMPLIANCE REVIEW

Cardholder Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Transaction: \_\_\_\_\_  
 User's Guide ☐ Current ☐ Incomplete  
 Requester: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Vendor: \_\_\_\_\_ Placement Date: \_\_\_\_\_ Receipt Date: \_\_\_\_\_  
 Description of Item(s): \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Carrier: \_\_\_\_\_  
 Delivery Location: \_\_\_\_\_

	Question	Yes	No	Remarks
1	Is the Purchase entered in the ProCard Front End System or listed on the transaction log?			
2.	Is the purchase adequately documented?			
3.	Are all the items purchased allowable and unrestricted?			
4.	Review of documents does not indicate that order was split to avoid maximum dollar limit?			
5.	If there is a discrepancy in the action? If so, has the Cardholder resolved with the merchant?			
6.	Was the Bank notified if disputed charge was not resolved with merchant?			
7.	If an item was returned, is there a copy of the shipping document on file?			
8.	If an item was returned, was credit received?			
9.	If any of the items are available through Fermilab selected sources, does the record indicated why ordered through another source?			
10.	Is the Transaction Summary Report signed by the Cardholder's immediate supervisor or manager?			

Suggestions/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ATTACHMENT NO. 8**

**PROCUREMENT COMMODITY LIST**



**Fermilab**

## **Procurement Department**

### **Procurement Manager**

Joe Collins x4169

### **Staff Assistant**

Joanne Hall x4168

Pam Noyes x5779

### **Department Office**

Wilson Hall, 4 West, Mail Station 210

Telephone Number: (630) 840-3521

Facsimile Numbers: (630) 840-2457, 2907, 5719, 6685

### **Computing/Services**

Bill Koncelik*	x4173
Gordon Bagby	x3388
Byron Clark	x4194
Gary Davis	x4171

### **Electronics:**

### **Maintenance, Repair & Operational Supplies**

Joe Morgan*	x4181
Gary Golinski	x4175
Bob Johnson	x4179
Len Mack	x4183
Don Rogus	x4177

### **Construction/Fabrication/Services**

Bob Huite*	x3387
Ron Cypret	x3839
Ron Evans	x4166
Rich Farritor	x3451
Jeff Nelson	x5249
Mike Yeoward	x3529

### **ProCard Administration**

Gary Golinski	x4175
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### **Support Staff**

Sharon Larson	x2555
Joyce Serritella	x4155

\*Denotes Group Leader



## Computing

Bill Koncelik, Group Leader	630/840-4173
Gordon Bagby	630/840-3388
Byron Clark	630/840-4194
Gary Davis	630/840-4171

Computers  
Maintenance (Hardware and Software)  
Hardware and Software Consulting Services  
Peripherals  
Software  
Computer Software Licensing



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## **Construction/Consulting, Fabrication and Services**

Bob Huite, Group Leader	630/840-3387
Bob Cibic	630/840-3528
Ron Cypret	630/840-3839
Ron Evans	630/840-4166
Rich Farritor	630/840-4611
Jeff Nelson	630-840-5249
Michael Yeoward	630-840-3529

Advertising Services  
A&E Master Contracts & Task Orders  
Analysis (Hazardous/Non-Hazardous)

Civil Construction  
Communication Services

Consultants  
Credit Card Agreements  
Disposal (PCB/Non-PCB)  
Energy Savings Contracts  
Farm Licenses (On-site)

Food Service  
Guard Services  
General Laboratory Services  
Government Property Sales

Housekeeping  
International Telephone Contract  
Janitorial Services  
Legal Services  
Limousine Services  
Maid Services  
Material Testing

Memorandum Purchase Orders  
Natural Gas Pipeline Contract  
Office Furniture  
Off-Site Leases (Industrial Warehouses)  
On-Site Repairs  
Photography Services  
Professional Services  
Recycling/Sales Agreements  
Refuse Disposal  
Site Maintenance  
Soil and Construction Tests  
T & M Master Contracts (SCA/DB)  
Temporary Help Agency  
Trailer Leasing  
Travel Agency Agreement  
University Purchase Orders  
Utility Agreements  
Vehicles  
Vehicle Services





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## **Electronics: Maintenance, Repair & Operational Supplies**

Joe Morgan, Group Leader	630/840-4181
Gary Golinski	630/840-4175
Bob Johnson	630/840-4179
Len Mack	630/840-4183
Don Rogus	630/840-4177

Adhesives	Locks and Keys
Air Compressors	Lumber and Building Materials
Automotive	Medical Supplies
Bearings/Transmission Supplies	Metals
CAMAC	Office Furniture and Supplies
CCTV	Office Machines-Purchase/Lease/Service
Chemicals	Oscilloscopes
Clothing	Paper
Communications Equipment	Photographic Supplies
Compression Fittings	Plastics
Cryogenic Equipment	Plumbing and Heating Supplies
Drafting Supplies	Power Supplies
Electrical Equipment and Supplies	Printed Circuit Boards
Electronic Assemblies	Printing
Electronic Components	Publications
Electronic Fabrications	Pumps
Electronic Instrumentation	Radiation Instrumentation
Fire Protection Equipment	Radioactive Materials
Fuel	Rubber Products
Gases	Safety Equipment and Supplies
Gasoline	Solder and Solder Equipment
Household Furniture/Appliances	Special Purpose Equipment
Hydraulic Components	Stone/Gravel
Industrial Vehicles	Vacuum Equipment
Janitorial Supplies	Valves
Laboratory Benches and Cabinets	Water Conditioning Equipment/Supplies
Laboratory Equipment	Welding Equipment and Supplies
Landscaping Supplies	Wire and Cable



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## **ProCard Administration**

Gary Golinski, ProCard Administrator  
Pam Noyes, Administrative Assistant

630/840-4175  
630/840-5779